

AREA <b>340</b>	DIVISION <b>GOLDEN GATE</b>	NUMBER <b>340</b>
EVALUATED BY <b>STRAW</b>		DATE <b>8-1-08</b>

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW	DATE
BY _____		EVALUATED	ACTION REQUIRED
			CORRECTED

## 1. GENERAL

a. Are special duty assignments minimized? ☒ Yes ☐ No

(1) Is maximum efficiency attained? ☒ Yes ☐ No

(2) Are there any special duty functions which could be performed by a beat officer or other support personnel? ☒ Yes ☐ No

b. Are assigned duties consistent with the job description? ☒ Yes ☐ No

(1) Could duties be combined with another special duty assignment for efficiency? ☐ Yes ☒ No

(2) Which special duty officers (positions) were interviewed? **ALL**

c. How are individuals for special duty assignments selected? **INTERVIEW PROCESS**

(1) Are special duty opportunities open to all officers? ☒ Yes ☐ No

(2) Does selection contribute to attainment of affirmative action goals? ☒ Yes ☐ No

d. Can the special duty supervisor describe the duties and workload of the special duty personnel? ☒ Yes ☐ No

(1) Upon what criteria are special duty personnel evaluated? **JOB PERFORMANCE**

(2) Are special duty officers held accountable for their time and performance? ☒ Yes ☐ No

(3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? ☐ Yes ☒ No

e. Do the commander and management team have an active interest in special duty programs? ☒ Yes ☐ No

(1) Is time taken by the commander to discuss activities and potential problems? ☒ Yes ☐ No

## 2. VEHICLE THEFT

a. What is the scope of the Area's Vehicle Theft Program?

b. Are there open lines of communication with the Division vehicle theft coordinator? ☒ Yes ☒ No

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators? ☒ Yes ☒ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

(2) Who is authorized to request assistance from vehicle theft coordinators?

c. Is the program effective?

☐ Yes ☒ No

(1) Vehicle theft recovery goals established?

☐ Yes ☒ No

(2) Goals attained?

☐ Yes ☒ No

(3) How does the current number of stolen and recovered vehicles compare to prior time periods?

(4) Are work hours dedicated to the program appropriate?

☐ Yes ☒ No

(5) Do beat officers and supervisors have an interest in the program?

☐ Yes ☒ No

d. Is the program supported by district/city attorneys and the courts?

☐ Yes ☒ No

(1) Has the program been discussed with them?

☐ Yes ☒ No

(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?

e. Do the commander and management team take a personal interest in the program?

☐ Yes ☒ No

(1) What guidance and direction is provided?

☒ No

f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?

☒ Yes ☐ No

(1) Do they have an idea of the number of thefts and recoveries in the Area?

☒ Yes ☐ No

(2) Are they knowledgeable of the Department's Vehicle Theft Program?

☒ Yes ☐ No

(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?

☒ Yes ☐ No

(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?

☒ Yes ☐ No

(5) Do they give guidance and direction?

☐ Yes ☐ No

(6) Do they demonstrate an interest in the program?

☐ Yes ☐ No

(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?

☒ Yes ☐ No

g. Is vehicle theft education/training provided by Area?

☒ Yes ☐ No

(1) Are training aids used?

☒ Yes ☐ No

(2) Are division vehicle theft coordinators/investigators made available for training?

☐ Yes ☐ No

(3) Vehicle theft prevention discussed at briefings?

☐ Yes ☐ No

(4) How is information on unique problems and circumstances disseminated to beat officers?

☐ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

(5) Are officers and supervisors proficient in locating and decoding VINs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Have any Area officers earned the Department's 10851 Award?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any officers qualified for the Master 10851 Award?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) How are awards presented?	<i>under 10851 Cont'd</i>	
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>3. VEHICLE IDENTIFICATION NUMBER PROGRAM</b>	<small>EVALUATED</small>	<small>ACTION REQUIRED</small>
a. Is the VIN program understood by beat officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Who is the assigned VIN officer?	<i>Rob Peterson</i>	
(1) How was he/she trained?	<i>Division</i>	
(a) Is training adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the VIN officer proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate VIN officer?	<i>Peterson</i>	
(4) Are VIN inspections conducted in a secure setting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is Field Support Section used as a resource?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What kind of system is in place to control the VIN officer's workload?		
(1) Are VIN assignments/verifications done on an appointment basis?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is there an excessive backlog?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(b) Is the vehicle owner's convenience a consideration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are associated documents processed promptly and submitted on time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is there proper security for replacement VIN plates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are inventory controls adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are entries legible?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do records match inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are required reports accurate and submitted properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4. SCHOOL PUPIL AND FARM LABOR (SP&amp;FL) TRANSPORTATION SAFETY</b>		EVALUATED	ACTION REQUIRED	CORRECTED	
a. Is the Area commander and management team aware of all aspects of the SP&FL Transportation Safety Program conducted in the Area?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the Area have either a uniformed SP&FL Transportation Officer or a nonuniformed School Bus Officer/Coordinator?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are Area files maintained as required by HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) CHP 100E, Monthly Activity Report?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) School Bus Traffic Collision Reports and DMV printout H-6?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Approved stops list?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are duties performed in conformance with HPM 82.4, School Pupil and Farm Labor Transportation Safety Manual?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Who is the alternate School Pupil Transportation Safety Officer/Coordinator?				DAMELS / HSU	
(4) Are CHP 100Es, Monthly Activity Report, submitted in a timely manner?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is program time properly justified?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How much time is allotted?				AS MUCH AS NEEDED	
(b) Is time sufficient to meet departmental objectives?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is the time expended within the Area's allotment?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does the supervisor have adequate knowledge of the functions of the Area program?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil and Farm Labor Transportation Safety manual?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is he/she aware of the officer/coordinator's workload?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Does the supervisor review CHP 100Es, Monthly Activity Report, submitted by the officer/coordinator?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What training has the School Pupil Safety Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of:					
(1) Departmental policy relating to the School Pupil Safety Transportation Safety Program?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) School bus driver certification?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) School bus accident investigation?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) School bus reinspection?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) School bus routes and stops?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Is there a sound procedure for scheduling and administering written tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who administers the test?	TRISANN	
(3) Is a proctor present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Who reviews the tests with the applicants?	TRISANN	
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are driving errors discussed with the applicant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Is the school bus transportation supervisor advised of any additional training needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are follow-up investigations conducted when appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are appropriate special coding made on all school bus investigations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	MRS TO SIGN THEM OFF	
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Are hazardous routes or stops reported in writing to the governing board of the school district?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) How many approved stops exist in the Area?	UNK *	
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

5. EVIDENCE/PROPERTY CONTROL	EVALUATED	ACTION REQUIRED	CORRECTED
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who has been assigned by the commander as the evidence/property officer?	PAT ROWNS		
(2) Has an alternate for this position been assigned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Who is the evidence/property supervisor?	R. SNOW		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the supervisor fully understand his/her responsibilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are entered items canceled when the property is no longer in CHP possession?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Have procedures been examined for retaining and disposing of:	
(1) Evidence.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Property.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Weapons.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Controlled substances.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Alcoholic beverages.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) License plates.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Money.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>7 min away</i>
(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a suspense system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are all items properly identified?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Do Area records compare accurately with court records?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Are periodic audits completed to ensure integrity of the property system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has a semiannual audit of the property system been conducted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Have more frequent audits been conducted in identified problem areas?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>THEY ARE NOW</i>
g. Have inventories been conducted periodically to ensure integrity of the system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Is security adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is a security log maintained in the property room?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? 2

(a) Is the distribution of the keys according to policy?

☒ Yes ☐ No

(3) Is the evidence/property officer other than the court officer?

☒ Yes ☐ No

(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?

☒ Yes ☐ No

(4) Is the property room accessible by repair/maintenance personnel?

*daily w/ EVIDENCE OFFICER ASSISTANT*

☒ Yes ☐ No

(a) Is the room accessible by repair/maintenance personnel?

☒ Yes ☐ No

(b) Is there a false ceiling?

☐ Yes ☒ No

(c) Are door hinges on the inside of the room?

☒ Yes ☐ No

(d) Are any items which require access by other than the evidence/property officer stored in the room?

☐ Yes ☒ No

(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?

☒ Yes ☐ No

(If not, have steps been initiated to correct the problem?)

*W/A* ☐ Yes ☐ No

(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?

*W/A* ☐ Yes ☐ No

(a) Is evidence left in these lockers for no more than one day?

*W/A* ☐ Yes ☐ No

(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?

☒ Yes ☐ No

(a) Have any internal investigations been initiated by Area for any such incidents?

*W/A* ☐ Yes ☐ No

**6. COLLISION INVESTIGATION FOLLOW-UP**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does the Area have an AI officer?

☒ Yes ☐ No

b. Who is responsible for supervising the officer?

*R. SHAW*

c. How much time is allocated to the position?

*DAILY*

(1) Is time allocated sufficient?

☒ Yes ☐ No

d. Does the collision investigation follow-up officer have a job description?

☐ Yes ☒ No

(1) Is it current?

*W/A* ☐ Yes ☐ No

(2) What are the officer's duties?

*N/A*

e. Does the officer understand special reporting requirements?

☒ Yes ☐ No

f. Does the officer have training or special qualifications that complement the position?

☒ Yes ☐ No

g. Is the officer available to respond to accidents to provide technical assistance?

☒ Yes ☐ No

h. Does the officer identify training needs and discuss them with his/her supervisor?

☒ Yes ☐ No

i. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?

☒ Yes ☐ No

j. Does the officer have other duties, if so, what are they?

*ALTERNATE VIN / TAN*

☒ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

7. COURT LIAISON OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned court liaison duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Who supervises the officer?			<i>R. S. HAW</i>
c. How much time is allocated to the position?			<i>DAILY</i>
d. Does the officer have a job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is it accurate?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) When was it last revised?			<i>2 YEARS</i>
(3) What are the officer's duties?			<i>OVER TIME</i>
e. Does he/she have responsibilities for prisoner arraignment?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Does the officer command respect of his/her peer group?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Is the court officer involved in the DUI Cost Recovery Program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
h. Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the officer(s) maintain a log?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. How many courts are within the Area's jurisdiction?			
j. Does the officer deal with more than one district attorney's (DA) office?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Does the officer have other duties?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, what are the other duties?			<i>OVER TIME</i>

8. ASSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED
a. Does the Area have an officer assigned as AF coordinator?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the officer have current job description?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Is Area coordinator logging AF cases separate from evidence?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is there a process in place to ensure proper disposition of AF items?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Does Area's log agree with the Field Services Section (FSS) and Division log?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) If not, why not?			
g. Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

h. Has the Area seized any vehicles under AF?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>SECRET</i>
j. Does the AF coordinator complete a mis-screen 50?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
k. Does Area notify Division of all vehicle/boat/plane seizures?	<i>N/A</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
l. Is Fleet Operations Section notified?	<i>N/A</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
m. Are all vehicles stored safely and properly protected from inclement weather?	<i>N/A</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank for safekeeping?	<i>CASH ONLY</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>SECRET</i>
p. What is the procedure in handling monetary AF awards (checks from the DA)?	<i>GIVEN TO [unclear] [unclear] for processing</i>
q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**9. SPECIALIZED VEHICLES**

	EVALUATED	ACTION REQUIRED	CORRECTED
a. Operation and Inspection			
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(a) Who supervises the officer(s)?			
(b) How much time is allocated?			
(2) Does the officer have a job description?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(a) Is it accurate?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(b) When was it last revised?			
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(4) Tow Trucks			
(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(b) Do files contain current contracts and inspection forms?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(c) Are there any recent complaints?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(e) Who is responsible for inspections?	<i>P. Rusconi</i>		
(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(g) Is there evidence that discrepancies are promptly corrected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

(h) Who conducts annual tow meetings?

R. Rusconi

1 Does the commander attend?

☒ Yes ☐ No

2 Is an agenda prepared?

☒ Yes ☐ No

3 Are minutes prepared and circulated for review?

☒ Yes ☐ No

4 When was the last annual meeting?

\*UNK

(i) Are rotation and sector assignment procedures clearly established?

☒ Yes ☐ No

(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?

DISPATCH IS NOTIFIED

(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?

☒ Yes ☐ No

(5) Ambulances

(a) Who is responsible for overseeing the operation of ambulances within the Area?

R. Rusconi

(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?

☒ Yes ☐ No

(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?

☒ Yes ☐ No

(d) Are complaints received at Area investigated and documented?

☒ Yes ☐ No

(e) If ambulances are removed from service, is there any branch of county government that requests notification?

☐ Yes ☐ No

\*UNK

1 If so, how is this done?

\*UNK

(f) Are ambulance inspection forms in file current?

☒ Yes ☐ No

(6) Armored Vehicles

(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?

☐ Yes ☐ No

\*UNK

(b) What impact on the Area workload do these inspections have?

(7) Authorized Emergency Vehicles (AEV)

(a) Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?

☐ Yes ☒ No

**10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM**

EVALUATED

ACTION REQUIRED

CORRECTED

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

a. If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California? ☐ Yes ☒ No

(1) Who supervises the officer?

*Senior Volunteers | SHAW*

(2) Is sufficient time allocated for this program? ☒ Yes ☐ No

(3) Does the officer have a job description? ☐ Yes ☒ No

(a) Is it accurate? ☒ Yes ☐ No

*who*

b. Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3? ☒ Yes ☐ No

c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit? ☒ Yes ☐ No

(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due? ☒ Yes ☐ No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type? ☐ Yes ☒ No

e. Does the Area report significant statistics to Division by comm-net by the 10th of each month? ☐ Yes ☒ No

f. Does the degree of compliance gained or the actual revenue collected as a result of the program justify its continuance? ☒ Yes ☐ No

**11. GENERAL SUPPORT**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is an officer assigned to general support including violation clearance and counter officer? ☒ Yes ☐ No

b. What additional duties does he/she perform?

c. Is there a job description? ☒ Yes ☐ No

(1) Is it accurate? ☒ Yes ☐ No

(2) When was it last revised? *none*

d. How much time is allocated to this position? *DAILY*

e. With minimal instruction, could this position be handled by limited duty personnel? ☒ Yes ☐ No

**12. AREA TRAINING OFFICER**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does the Area have an officer assigned as the Area training officer? ☒ Yes ☐ No

b. How much time is allocated to this position? *DAILY*

c. Who supervises the officer? *SHAW*

d. Does the officer have a job description? ☒ Yes ☐ No

(1) When was it last revised? *3/1/03*

e. Does the officer command the respect of his/her peers? ☒ Yes ☐ No

f. Does the officer have the support of the supervisors? ☒ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

g. What training has been provided to the officer?

*Division 1*

h. Has he/she been trained as a Department instructor?

☐ Yes ☒ No

i. Is the officer certified as an officer safety training instructor?

☐ Yes ☒ No

j. Has he/she attended the Department's weapons/range officer training?

☐ Yes ☒ No

k. Is the officer qualified to train employees to use tactical rifles?

☒ Yes ☐ No

l. Is the officer a CPR instructor?

☐ Yes ☒ No

m. What role does the officer have in developing and/or presenting Area training programs?

n. Does the officer keep Area informed of officers deficient in training or those who have superior performance?

☒ Yes ☐ No

o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?

☐ Yes ☒ No

p. Does the officer assist in reviewing injuries to personnel resulting from arrest situations?

☐ Yes ☒ No

q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?

☒ Yes ☐ No

r. Is the officer responsible for performing range maintenance?

☐ Yes ☒ No

s. What other duties or assignments does the training officer have?

*SUPPLY / PAS*

**13. LIMITED DUTY**

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does the Area currently have limited duty personnel assigned?

☐ Yes ☒ No

(1) What are their classifications, and what duties are they assigned?

b. Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?

☒ Yes ☐ No

(1) Could they be used more efficiently?

☐ Yes ☒ No

c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?

☐ Yes ☒ No

d. Are any current assignments in excess of six months?

☐ Yes ☒ No

e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?

☒ Yes ☐ No

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**AREA MANAGEMENT EVALUATION**  
**SPECIAL FUNCTIONS**  
CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS</b>	EVALUATED	ACTION REQUIRED	CORRECTED
a. Does the Area have personnel assigned to special projects or tactical operations?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Is the position full time or on an on-call basis?			N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
c. If full time, is the assignment for a specified number of weeks or months?			N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
d. What are the duties/responsibilities of the officer?			
e. Who supervises the officer?			
f. How does he/she account for his/her time?			
g. What is the selection criteria for the assignment?			
h. Has the Area member contributed to the success or mission of the team or task force?			<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?			<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Is there a Memorandum of Understanding (MOU) on file?			<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Is the special assignment on a reimbursable contract?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) If so, is the contract being followed?			<input type="checkbox"/> Yes <input type="checkbox"/> No